

Extended Service Terms Agreement

Date: **[Insert Date]**

To: **[Recipient Name]**

Address: **[Recipient Address]**

Dear **[Recipient Name]**,

We are pleased to inform you that we are extending the terms of our service agreement dated **[Original Agreement Date]** for an additional period. This letter serves as a formal agreement to the extended service terms as outlined below:

1. Extended Service Term

The service agreement will be extended for a period of **[Specify Period]**, starting from **[Start Date]** to **[End Date]**.

2. Scope of Services

The scope of services shall remain the same as previously outlined in the original agreement, which includes:

- **[Service 1]**
- **[Service 2]**
- **[Service 3]**

3. Payment Terms

The payment terms shall remain unchanged, with payments due on **[Specify Payment Due Dates]**.

4. Acceptance

To accept these extended service terms, please sign below and return a copy of this agreement by **[Return Date]**.

Thank you for your continued partnership. We look forward to serving you in the extended term.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Recipient Name]

Date: _____